

## SERAPIS TASKING FORM

**COMPLETE SQUARE BRACKETS AND REMOVE COMMENTS BEFORE SENDING TO THE SUPPLIER**

**Tasking Form Part 1:** *(to be completed by the Authority's Project Manager)*

<b>To:</b>	Lot 6 Frazer-Nash Consultancy Ltd	<b>From:</b>	Dstl
<b>REQUIREMENT</b>			
<b>Proposal Required by:</b>	[01/10/2021]	<b>Task ID Number:</b>	[U44]
<b>Project Manager:</b>	[REDACTED-PERSONAL INFORMATION]	<b>Technical Point of Contact:</b>	[REDACTED-PERSONAL INFORMATION]
<b>Task Title:</b>	[Cyber Psychology Research Repository (CyPRR) Coding for Defensive Cyber (DC) Expansion]	<b>New Task</b> <input checked="" type="checkbox"/>	<b>Change</b> <input type="checkbox"/>
<b>Required Start Date:</b>	[01/11/2021]	<b>Required End Date:</b>	[31/01/2022]
<b>Internal No:</b>	[]	<b>Budget Range</b>	50k
<b>TASK DESCRIPTION AND SPECIFICATION</b>			
<b>Serapis Framework Lot</b>	<input type="checkbox"/> Lot 1: Collect <input type="checkbox"/> Lot 2: Space systems <input type="checkbox"/> Lot 3: Decide <input type="checkbox"/> Lot 4: Assured information infrastructure <input type="checkbox"/> Lot 5: Synthetic environment and simulation <input checked="" type="checkbox"/> Lot 6: Understand		
<b>Statement of Requirements (SOR)</b> <u><b>Summary:</b></u> The Cyber Psychology Research Repository (CyPRR) is a searchable and sortable software tool that has been developed to support Dstl Subject Matter Experts (SMEs) in the identification of relevant and applicable research that can be used to inform the advice and guidance that they are required to give to MOD customers and stakeholders. To be most beneficial to SMEs, CyPRR needs to contain the most relevant and innovative research covering behavioural responses in the cyber domain. CyPRR may also include research on cyber security training, education and awareness alongside additional elements of cyber such as detect, respond, recovery and resilience.  Research papers that have been identified as relevant for inclusion in CyPRR need to be subjectively coded into the database using a "tag" based coding scheme. The coding scheme that has been developed is a hierarchical taxonomy of various concepts, in which items that are covered by each individual research paper are marked by expert reviewers.  CyPRR has recently undergone an expansion to incorporate some new codes into the coding scheme and Dstl have a list of 50 open source research papers which have been identified as relevant for inclusion in			

CyPRR. There is a requirement for these papers to be coded into the CyPRR coding scheme by a suitable experienced industry contractor or academic, with strong experience and understanding of both the human science and cyber domains. Each paper will need to be independently coded by two SQEP personnel from within the chosen contractor, who will then be required to cross-check and produce a final code.

#### **Background:**

Dstl's Humans in Cyber SMEs are often required to draw upon open source and academic information to inform their own research, advice and guidance that they give to customers and stakeholders. This is particularly related to behavioural responses in the cyber domain as well as how people respond to and recover from system faults and failures. To date, experience has shown that identifying, locating and accessing relevant research in an efficient and timely manner is often challenging and not always possible.

The Cyber Psychology Research Repository (CyPRR) is a searchable and sortable tool that has been developed to support SMEs in their identification of relevant, applicable research and research gaps. This effectively improves the efficiency and agility with which they are able to provide robust, evidence based advice and guidance, as well as directing future research requirements.

To be most beneficial to SMEs, CyPRR needs to contain the most relevant and innovative research covering behavioural responses in the cyber domain. In order to achieve this, research papers that have been identified as relevant for inclusion in CyPRR need to be subjectively coded into the database using a "tag" based coding scheme. The coding scheme itself is a hierarchical taxonomy of various concepts, in which items that are covered by each individual research paper are selected by expert reviewers.

To date, over 300 relevant research papers have been coded into CyPRR. However, as this is a fast paced, ever-changing area of research that is gaining increased interest, new research papers that are relevant for inclusion into CyPRR are being identified frequently. This has created a list of research papers that need to be coded into the coding scheme for future inclusion, and use within the CyPRR tool. This also provides the requirement for frequent literature review activities to be conducted to identify emerging research for inclusion.

#### **Requirement:**

There is a requirement for this list of relevant research papers to be subjectively coded, using a revised CyPRR coding scheme inclusive of new codes, in line with the recent tool expansion. At present, the list consists of 50 open source research papers that have been identified as relevant for inclusion in CyPRR. These papers need to be coded by suitably qualified and experienced personnel (SQEP) with strong experience and understanding of both the human science and cyber domains.

The coding scheme itself is a hierarchical taxonomy of various concepts, with the concepts covering the following high level areas:

- Article Information: This section covers information relating to the paper and the coding process such as *the paper title, authors, publication date, name of coders, coding date, abstract*.
- Information Properties: This section covers general information about the research in question such as the *sample size, participant demographics, result direction*.

- Technology: This section covers information relating to the technology involved or investigated in the research such as *the type of software and hardware used, the type of effect, details on effect duration and transmission*.
- Behavioural Response: This section covers information relating to the ways in which people respond to the technological issue in question such as *the response type, attribution, level of risk, detect, respond, recovery, resilience, impact on performance*.
- Psychology: This section is subdivided into three smaller sections, relating to cognitive, affective, cultural factors *such as attention, decision making, arousal, valence, personality, national and subcultures*.

It is anticipated that the chosen supplier will select appropriately qualified personnel who are experienced in applying human science to the cyber domain to complete this task.

#### **Approach:**

If the selected supplier does not have previous experience with CyPRR coding tasks, Dstl will provide guidance and an introduction to the methodology to familiarise the supplier with the CyPRR coding scheme and the coding process that is to be followed.

Each paper will initially need to be independently coded by two SQEP individuals, who will then be required to cross-check and produce a final code. The full coding process for each paper is as follows;

- Coders read the research paper in full, repeatedly if required, until it is fully understood.
- Coders familiarise themselves with the coding scheme and glossary.
- Coders re-read the paper, coding into the coding scheme as they go.
- Coder Pairs meet up and compare their codes.
- Any discrepancies are discussed.
- A final, agreed upon code is produced.

A Dstl Technical Partner (TP) will work in parallel to code a small random sample of the papers and will compare this with the final codes, providing feedback as necessary to ensure consistency with the current Dstl coding process.

#### **Procurement Strategy**

☒ Lot Lead to recommend                      ☐ Single Source / Direct Award

#### **Pricing:**

☒ Firm Pricing                      ☐ Ascertained Costs\*                      ☐ Other\*

Firm Pricing shall be in accordance with DEFCON 127 and DEFCON 643

Ascertained Costs shall be in accordance with DEFCON 653 or DEFCON 802.

\*only at Authority's discretion

#### **Task IP Conditions**

DEFCON 703 ☒ or DEFCON 705 ☐ DEFCON 91 (Software) ☐

## DELIVERABLES

**FD1- T0+3 months. Final Codes:** This will be in the form of a single .csv file containing final completed CyPRR coding schemes for all 50 papers. The spreadsheet should be in the original CyPRR coding template format, with each paper occupying a single column.

There should be monthly progress meetings with the Dstl Technical Partner, by telephone call. Monthly progress reports should also be emailed to the Dstl Project Manager, Project Technical Authority and Technical Partner and should cover progress over the past month, highlights, issues or risks and plans for the next month.

Dstl's Technical Partner will be responsible for the review of the deliverables and will coordinate with the contractor to make sure the desired results have been achieved.

**Deliverable: Acceptance / Rejection Criteria** (30 business days unless agreed otherwise)

DEFCON 524 Rejection ☒ period [30] days

DEFCON 525 Acceptance ☒ period [30] days

## ISSUE OF EQUIPMENT/MATERIAL/INFORMATION

**GFA-1** [DSTL/DOC125843](#). CyPRR Coding Template and Glossary, in the form of an excel spreadsheet. This will be provided at the kick-off meeting and should be disposed of upon contract closure.

**GFA-2** List of references of papers to be coded, in the form of an excel spreadsheet. This will be provided at the kick-off meeting and should be disposed of upon contract closure.

## QUALITY STANDARDS

**SECURITY CLASSIFICATION OF THE WORK** (A Security Aspects Letter (SAL) will be required for each Task above Official-Sensitive, Quotes are covered by the Framework SAL)

### The highest classification of this SOR

OFFICIAL ☒ OFFICIAL-SENSITIVE ☐ SECRET ☐ TOP SECRET ☐ STRAP ☐ SAP ☐

### The highest expected classification of the work carried out by the contractor

OFFICIAL ☒ OFFICIAL-SENSITIVE ☐ SECRET ☐ TOP SECRET ☐ STRAP ☐ SAP ☐

### The highest expected classification of Deliverables/Output

OFFICIAL ☒ OFFICIAL-SENSITIVE ☐ SECRET ☐ TOP SECRET ☐ STRAP ☐ SAP ☐

SAL Attached ☐

**TASK CYBER RISK ASSESSMENT.** *(In accordance with [DEF STAN 05-138](#) and the [Risk Assessment Workflow](#))*

Cyber Risk Level	[N/A]	Risk Assessment Reference	[RAR-770791474]
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**ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO THIS CONTRACT**

Please ensure all completed forms are copied to [DSTLSERAPIS@dstl.gov.uk](mailto:DSTLSERAPIS@dstl.gov.uk) when sending to the Lot Lead.

Any Task placed as a result of your quotation will be subject to the Terms and Conditions of Framework Agreement Number:

LOT 6 DSTL/AGR/SERAPIS/UND/01

**Tasking Form Part 2: (To be completed by the Lot Lead)**

<b>To:</b> The Authority FAO: Tel:	<b>From:</b> The Lot Lead
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**Proposal Reference** U44/013581-96146L U44 DC  
CyPRR - Frazer Nash Proposal (attached)

**Delivery of the requirement:****The proposal shall include, but not be limited to:**

- A full technical proposal that meets the individual activities that are detailed in Statement of Requirements (Part 1 to Tasking Form).
- Breakdown of Deliverables and Interim Payments (Milestone/stage) due dates.
- A work breakdown structure/project plan with key dates and Deliverables identified including required delivery dates for Government Furnished Assets.
- A clear identification of Dependencies, Assumptions, Risks and Exclusions which underpin your Technical Proposal.
- Sub-Contractors Personnel Particulars Research Worker Form and security clearances (if applicable)

**PRICE BREAKDOWN**

*You are to use the costs detailed in Item 2 Table I in the Schedule of Requirement and at Annex E Table 2 of the Serapis Framework Agreement. Please also provide a price breakdown which should include, but is not limited to: Lot Lead Rates, Sub-contractors costs and rates, travel and subsistence. In support of your Proposal you are requested to provide clear details of all Dependencies, Assumptions, Risks and Exclusions that underpin your price.*

Total Proposal Price in £	£54,610.23		(ex VAT)
Start Date:	25 November 2021	End Date:	14 March 2022
Lot Leads Representative	Name	[REDACTED-PERSONAL INFORMATION]	
	Tel	[REDACTED-PERSONAL INFORMATION]	
	Email	[REDACTED-PERSONAL INFORMATION]	
	Date	01 November 2021	
Position in Company	Programme and Supply Chain Manager		
Signature	[REDACTED-PERSONAL INFORMATION]		

[PRICING TABLES REDACTED IN ENTIRETY-COMMERCIAL INTERESTS]

[PRICING TABLES REDACTED IN ENTIRETY-COMMERCIAL INTERESTS]

**N.B. The Contractor should provide a more detailed breakdown of Sub-Contractor costs in its supporting proposal.**

[MILESTONE PRICING TABLES REDACTED IN ENTIRETY-COMMERCIAL INTERESTS]

<b>Total Cost (All Milestones)</b>	<b>£54,610.23</b>		
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**Tasking Form Part 3:**

<b>1. Offer of Contract:</b> <i>(to be completed by the Authority's Commercial Officer or Contract Manager and copied to the Authority's Project Manager)</i>		
<b>Authority's Commercial Officer</b>	Name	[REDACTED-PERSONAL INFORMATION]
	Tel	[REDACTED-PERSONAL INFORMATION]
	Email	[REDACTED-PERSONAL INFORMATION]
	Date	10/11/2021
<b>Internal Number</b>		R1000166105
<b>Contractor's Proposal Number</b>		013581/96146L
<b>Purchase Order Number</b>		DSTLX-1000164331
<b>Signature</b>		[REDACTED-PERSONAL INFORMATION]
<i>Please Note: Task authorisation to be issued by the Authority's Commercial Officer or Contract Manager. Any work carried out prior to authorisation is at the Contractor's own risk.</i>		